YOUTH COMMUNITY CORRECTIONS BUREAU
STANDARD OPERATING PROCEDURES

Procedure No.: YCC 200-2	Subject: **BUDGET STATUS REPORTS - PROBATION**	
Chapter 200:FINANCIAL & PROGRAM SERVICES		Page 1 of 7
Applicable ACA Standards: 2-7061		Revision Date: 01-09-06, 11-23-07
Signature: */s/ Karen Duncan*		Effective Date: 02-10-04
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I.   BUREAU DIRECTIVE:

The Youth Community Corrections (YCC) Bureau shall monitor the status of the youth placement fund accounts for judicial districts and juvenile parole to ensure they do not exceed their allocated account budgets. This procedure will be reviewed annually and updated as needed.

II.   DEFINITIONS:

Client Payment History (CLPH) - a CAPS screen that details expenditures and trust account detail for youth.

Encumbrance - the total of funds already spent and funds committed to be spent (based on projected end dates of fiscal year placements and/or services).

Expense - funds that have actually been spent, or paid to a provider.

Parental Contribution (PC) Payments Received Report - the Access Database report for reporting parental contributions.

Probation Encumbrance Detail Report - the Access Database report for reporting encumbrances by judicial district.

Probation Expense Detail Report - the Access Database report for reporting expenses by judicial district.

S7851DOC Report - the Document Direct report of CAPS expenditures, generated on or about the 15th of each month.

Social Security Benefits Received Report - the Access Database report for reporting SSB and SSI benefits received.

Switchboard - the Access form that makes it easy to navigate between the forms and reports in the database.

Trust Account History List (TAHL) - a CAPS screen that provides a history, by month, of activity that has taken place on a specific youth's trust account. The screen will show beginning balance, income, expenditures and balance adjustments, cost of care and an end balance for the month.

Total Expenses To Date Report - the Access database report listing, in alphabetical order, the youth for the selected judicial district, and their year- to-date expenses for reconciliation to either the #7851 Report or CLPH.

Youth Placement Fund Account - the virtual account established for each judicial district containing allocated funds to pay for intervention program and/or placement costs of youth.

III.   **PROCEDURES:**

A.   MONTHLY PROCEDURES

Monthly, each Regional Administrative Officer (RAO) shall prepare a budget status report for each judicial district in their region. Each budget status report shall identify the amount and percentage of the account encumbered, the amount and percentage of the account actually spent to date, the amount and percentage spent on non-placement services and a projection of the total amount expected to be spent for the fiscal year. At the RAO's discretion, budget status reports may contain additional information to help districts effectively manage their youth placement accounts. The reports shall indicate budget status as of the last day of each calendar month, and shall be distributed to the Chief Juvenile Probation Officer no later than the 15th day of the following month, and if requested, the district judge(s) of each judicial district.

1.   Social Security and Parental Contributions

a.   Monthly, prior to preparing budget status reports, review Social Security and parental contribution income to determine that the correct offset codes were used when entering the income in the Access Fiscal Database – correct, if necessary.

i.   A list of current Social Security recipients is available on the Fiscal Database by using the switchboard: "List of Youths With Income or Cost Shares"; "Current SSB Recipients" and "Current SSI Recipients."

ii.   Social Security Income, with the offset code, is shown on the Youths Form in the Fiscal Database. Use the switchboard: "Enter new data or edit existing data;" "Enter Soc Sec Benefits." Note: SSI payments are received for current month and SSB payments are received for previous month.

iii.   A list of parents making contributions is available on the Fiscal Database by using the switchboard: "Review PC due dates...;" "PC Due Dates." Parents making contributions show a date (1 through 31) in the Date Due column, or the CSED column is checked.

    iv.   Parental contribution income, with offset codes, is shown on the Parents Form in the Fiscal Database. Use the switchboard: "Enter new data or edit existing data;" "Enter Parental Contributions."

    b.   Monthly, prior to preparing budget status reports, review the CAPS TAHL screen for each youth receiving income to determine if expenses such as Medicaid incurment, miscellaneous medical, or Social Security or parental contribution refunds, etc., have been paid from the trust account.

        i.   If the youth's income is Social Security, enter the total amount of expense for the current month in the expenditure column of the Youths Form in the Fiscal Database.

        ii.   If the youth's income is from parental contribution, enter the total amount of expenses for the current month in the expenditure column of the Parents Form in the Fiscal Database. Note: Debits to a youth's trust account such as cost of care, taken from the column of the same name on TAHL, and payments to Pine Hills, Riverside, or Youth Transition Center should NOT be entered as expenditures in the Fiscal Database. The purpose is to account for expenses that reduce the amount of cost of care available to offset placement costs.

2.   At least monthly, and immediately prior to preparing budget status reports, review the Outdated Current Placements Report in the Fiscal Database. Use the switchboard: "Check status of PCs, placements, reviews;" "Outdated Current Placements."

    a.   For all outdated placements listed for youths who are still in open placements, go to the Placements Form and update the projected end dates of the placements for the respective youths.

    b.   Alternatively, if a placement is listed and that placement has closed, uncheck the "Current?" box in the respective youth's record on the Placements Form.

3.   Monthly, reconcile expenses as reported in the Fiscal Database to CAPS.

    a.   Obtain CAPS data dump of DOC expenses and append to S7851 Data Dump DB.

        i.   From DocumentDirect open S7851 report for the current period

            1)   Export to Docuanalyzer
            2)   Run Expenses model
            3)   Go to spreadsheet view
            4)   Export to Excel
            5)   From S7851 Data Dump Database import expenses from Excel

        ii.   Update Youths in S7851 Data Dump Database

        1)   Export Youths Table from Fiscal Database to Excel

        2)   Delete all fields not needed (see fields in Youths Table in S7851 DB)

        3)   From S7851 DB append youths from Excel spreadsheet

    iii.   Update date parameters on Expenses Query

    iv.   Run the Expenses Report for each judicial district for reconciliation to the Total Expenses To Date of the Fiscal Database

  b.   Open the Total Expenses to Date Report in the Fiscal Database.

  c.   After the end of the month for which the budget status report is being prepared – and after payments have been approved on CAPS by the workers – reconcile the total expenses for each youth listed on the Total Expenses to Date Report to the Expenses Report on the S7851 Data Dump Database.

    i.   The total for each youth should agree between the two reports, if not…

        1)   Research and reconcile the difference using the CAPS SERP, CLPH, CBPL, and WRNH screens.

4.   Take action to correct overpayments, underpayments, and other errors noted above.

  a.   Overpayments - after first verifying the correct placement period with the worker, notify the DOC Financial & Program Services Supervisor with the details of the payment who will then open a receivable on CAPS and notify the provider of the overpayment. When an overpayment is discovered, the following actions should be taken:

    i.   The RAO adds another placement representing the overpayment on the **Placements Form** in the database. Note: The actual placement/service entry should reflect the correct begin and end dates or units. The overpayment entry is in addition to the actual placement/service entry.

        1)   The RAO enters the appropriate code and the facility name; enters "OPAR" as the service code, enters the rate at which the placement/service was overpaid (should be the same as the actual placement/service); enters the number of units/days that were overpaid; enters the begin and end dates that the overpayment covers; enters the funding code used for the actual placement/service.

        2)   The RAO emails the Financial & Program Services Supervisor with the specifics regarding the overpayment.

        3)   The RAO opens the Overpayments Form in the database, finds the youth and the placement for which the overpayment was created and enters the "Payment #" of the overpayment, and any comments necessary to explain the overpayment.

        ii.   The Financial & Program Services Supervisor sends a demand letter for the reimbursement of the overpayment to the provider.

                1)   The Financial & Program Services Supervisor enters the "Date OPAR letter sent to provider" on the Overpayments Form.

                2)   When reimbursement is received, the Financial & Program Services Supervisor enters "Date OPAR reimb. received" on the Overpayments Form and checks the "Complete" box.

                3)   Until reimbursement is received, the Financial & Program Services Supervisor shall make follow-up requests with the provider, as necessary.

    b.   Underpayments - after first verifying the correct placement period with the worker, instruct the worker to open an underpayment service on CAPS in the appropriate amount.

5.   Print the PC Payments Received Report in the Fiscal Database for each judicial district. Use the switchboard: "20__ FY Budget Status Reports"; "PC Payments Rec'd."

6.   Print the Soc Sec Benefits Rec'd Report in the Fiscal Database for each judicial district. Use the switchboard: "20__ FY Budget Status Reports"; "Soc Sec Benefits Rec'd."

7.   Print the Probation Encumbrance Detail Report in the Fiscal Database. Use the switchboard: "20__ FY Budget Status Reports;" "Probation Encumbrance Detail."

8.   Balance the Probation Encumbrance Detail Report

    a.   On a youth-by-youth basis, compare the Probation Encumbrance Detail Report for the current month to the same report for the prior month and note differences on the Excel Changes to Encumbrance From Prior Month Report.

    b.   On the Changes to Encumbrance From Prior Month Report, enter the total encumbrances from the prior month and the current month and calculate the difference.

    c.   Total the individual changes in the encumbrance for each youth and compare to the total above. Reconcile any difference and correct.

    d.   Print the Changes to Encumbrance From Prior Month Report.

9.   Print the Probation Expense Detail Report in the Fiscal Database. Use the switchboard: "20__ FY Budget Status Reports;" "Probation Expense Detail."

10.   Open the Excel Budget Status Report and enter the following data:

    a.   Change the date in cell F2 to the first of the month after the month being reported (e.g. for the month ending 12/31/02, enter 01/01/03).

    b.   Enter the total from the Probation Encumbrance Detail Report under "Encumbered" on the "Gross $$ Encumbered/Spent" row.

    c.   Enter the total from Probation Expense Detail Report under "Spent" on the "Gross $$ Encumbered/Spent" row.

    d.   Enter the total amount spent to date for non-placement services in cell C41.

    e.   Enter the total Probation cost of care Social Security income from the Soc Sec Benefits Rec'd Report, as a negative number, under "Encumbered" and "Spent" on the Social Security Benefits Received row. Enter the total Probation cost of care parental contribution income from the PC Payments Received Report, as a negative number, under "Encumbered" and "Spent" on the Parental Contributions Received row. Total the Social Security and parental contribution income and enter this number in cells C3 and D3, State Special Income.

    f.   Move the blue line indicating the percent of the year elapsed to the appropriate percentage line.

    g.   Print the Budget Status Report after updating the "as of" date.

11.   Prepare a cover letter or memo to the Chief Juvenile Probation Officer analyzing significant aspects of the budget status, and if requested, a copy to the district judge(s). Include the reports mentioned above.

12.   Copy the Excel Budget Status Report into the appropriate Placement - BudgetStatus – FY__JuvBudgetStatus – RAO Name folder on the "R" drive. Name the file with the JD number and the "as of" date (e.g. JD11 1231).

13.   If a district's budget is fully encumbered or over-encumbered, and the budget projection indicates the district will over-spend the budget, notify the Chief Juvenile Probation Officer that if placement abatement action is not taken, the district will eventually have to request supplemental funds from the Cost Containment Review Panel.

    a.   Carefully track the percentage of the budget spent and, before it will exceed 100%, notify the Chief Juvenile Probation Officer that additional placement funds must be requested and received from the Cost Containment Panel before any further placements or payments can be made.

    b.   Do not approve new services and/or placements if they will cause the district to over-spend their budget.

B.   <u>FISCAL YEAR-END BUDGET STATUS REPORT PROCEDURES</u>

All income and expenses must be balanced before the fiscal year-end budget status report is distributed. It is particularly important to determine that the totals of probation and parole cost of care on the Fiscal Database are equal to the total cost of care taken in TAHL on CAPS for the same youths.

1. Balance income received for youths by comparing the PC Totals by Youth Report and the Social Security Totals by Youth Report in the Fiscal Database to the Caps TAHL screen, being sure to account for interest credited to the trust accounts.

    a. Reconcile any discrepancies and take corrective action where necessary.
    b. Determine income was taken against the cost of care or disbursed appropriately. (Refer to YCC 200-7, CAPS Trust Accounts, for more details on working with trust accounts.) Note: Some income received toward the end of a fiscal year may not yet have been taken against the cost of care or disbursed to a DOC-funded facility. This should be done as soon as possible, but until then the data on the Soc Sec Benefits Rec'd Report and the PC Payments Received Report essentially acts as an accrual.)

2. At fiscal year-end perform all other monthly procedures, taking special care for accuracy and completeness. Note: Distribution of the last budget status report of the fiscal year is not required by the 15th of July, but is required as soon as final year-end figures are reconciled.

IV.   CLOSING:

Questions concerning this procedure shall be addressed to the Financial and Program Services Supervisor.

V.   AUTHORITY:

41-5-130, MCA   Department to Administer Juvenile Placement Funds
41-5-2003(2)&(3) MCA   Establishment of Program – Department Duties
Interagency Agreement   Duties/Responsibilities of the Department

VI.   ATTACHMENTS:

YCC 200-2 (A) Budget Status Report Example
YCC 200-2 (B) Changes to Encumbrance from Prior Month Report Example